

# Mass Workforce Issuance

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**Workforce Issuance No. 12-38**

☐ Policy ☒ Information

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**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Operations Managers

**cc:** WIA State Partners

**From:** George Moriarty, Director  
Department of Career Services

**Date:** July 20, 2012

**Subject:** **Fiscal Year 2013 Workforce Training Fund Trust Allocation to Workforce Investment Boards**

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**Purpose:** To notify Local Workforce Investment Boards and other local workforce investment partners of the Fiscal Year 2013 Workforce Training Fund Trust Allocation to Workforce Investment Boards.

**Background:** Pursuant to MGL Chapter 29, Section 2RR, the Executive Office of Labor and Workforce Development / Department of Career Services / Workforce Training Fund provides the following allocation from the Workforce Training Fund Trust to each of the Commonwealth's sixteen Workforce Investment Boards (WIBs):

- Workforce Investment Board (\$75,000)
- Workforce Investment Board Youth Council (\$20,000)

Contracting materials for this allocation will be distributed to all WIBs on or before August 3<sup>rd</sup>. The Statement of Work for this allocation outlines the activities that the Workforce Investment Boards will engage in to promote the Workforce Training Fund Program (WTFP) and to support the WIB Youth Council.

### **Workforce Training Fund**

- Promote the Workforce Training Fund's programs, including information sessions, workshops, newsletters, and other outreach methods. Efforts can be done in coordination with Workforce Training Fund staff.
- Provide assistance to businesses and organizations that are interested in applying for Workforce Training Fund grants.
- Visit businesses and organizations that are current or potential grantees of the Workforce Training Fund.
- Review and provide feedback on Workforce Training Fund General Program applications from businesses and organizations in the WIB region.

### **Youth Council**

- Coordinate WIA-funded youth programs in the workforce region
- Oversee WIB-funded youth education and training services and programs
- Convene regular Youth Council meetings.

The WTFP assumes that the activities outlined above will be conducted as part of the WIB's regular outreach and assistance activities provided to business and not as discrete, stand-alone activities.

All Workforce Investment Boards are required to complete a chart to provide the WIB's planned activity with regard to the elements listed above by August 17, 2012. A Mid-Year review and an End of Year report are also required as a part of the information tracking process and will be due February 1, 2013, and August 15, 2013, respectively.

**Inquiries:** Please direct all inquiries to George Moriarty at [gmoriarty@detma.org](mailto:gmoriarty@detma.org)